

Business Resume

Karen Trott

Logistics and Asset Manager

FOREWORD

Provides leadership and direction to trades and apprentices to ensure assigned work conforms to quality, time, and productivity.

Qualified tradesperson with the proven ability to work in both site or workshop environments and meet high standards of quality and tolerance. Possesses a strong safety advocate and always ensures that safety is the number one priority.

CAREER HISTORY

De Goey Contractors Pty Ltd – Logistics and Asset Manager

June 2021 – Current

- Match site claim sheets with relevant jobs and purchase orders; preparing and distributing claim sheets and supporting documentation in a timely manner
- Liaise with Accounts Receivable Administrator, Payroll Administrator and Workforce Planner to ensure accuracy of payroll processing, job costings & invoicing
- Maintain job folders
- Ad-hoc administration support to the Workforce Planner and Project Managers
- Data entry of project specific documentation in accordance with project requirements
- Maintain Asset Register and monitor expiring compliance
- Booking of servicing and calibration of Assets
- Maintain internal filing, including job specific documentation
- Manipulate databases, spreadsheets, and related information to perform routine tasks and generate simple reports
- Use and maintain established filing / record systems in accordance with Company procedures including creating new files as required
- Produce documents with accuracy
- Acquire and apply a sensible working knowledge of site operating procedures and requirements
- Interpret and appropriately action information supplied
- Acquire and apply a working knowledge of the Company structure and personnel
- Maintain absolute confidentiality with respect to Company business activities, staff details and customer information
- Work harmoniously with fellow office staff as well as customer contacts

Voestalpine VAE Railway Systems –

November 2014 – June 2021

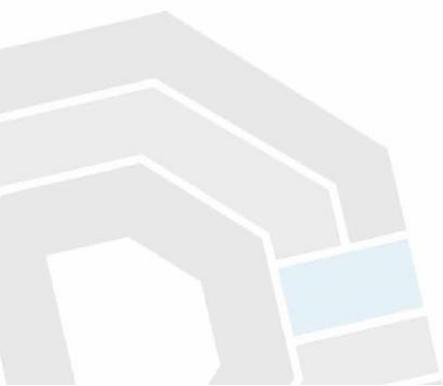
Administration Officer 2014-2017, Purchasing Officer 2017-2020, Inventory Controller 2020-2021

- Manage and undertake the purchasing function to ensure that orders are placed in sufficient time to allow for timely delivery of all purchases
- Compare quotes to ensure prices are best available
- Confirm purchases meet technical standards and orders are only placed with approved suppliers
- Managing of the supply function to ensure that parts are available for production and updated procedures if needed
- Monitor orders to identify where deliveries will be delayed, liaise with suppliers and adjust dates accordingly
- Monitor inventory levels and safety stock and adjust should demand have increased or decreased
- Minimising overstocks and removal of obsolete raw material to maximize available working capital

- Optimise inventory levels ensure we can meet production but do not exceed working capital
- Control and monitor overseas stock levels
- Work closely with freight forwarders to ensure timely delivery of overseas items
- Manage and control annual stocktakes at both sites and mentor staff involved
- Coordinate shipment of goods with the stores department
- Maintaining effective business relationships with the suppliers
- Challenging suppliers on quality, price and standards and recommend action where these are not met
- Manage and mentor logistics department staff
- Support stores department and liaise with them regularly to ensure goods are received correctly and assistance is provided where needed to meet company goals
- Communicating and co-operating with all departments to improve systems for the companies benefit
- Developing strong positive working relationships and maintaining effective business relationships with internal and external stakeholders and keeping the highest level of customer service
- Working closely with the Logistics Manager
- Being part of the recruitment process for new logistic team members
- Comply and assist with the maintaining of the company's policies and procedures with the QA/QC department
- Maintain Supplier information in ERP and acquire certificates where required
- Use the ERP system for all purchasing functions and inventory control
- Analysing month end reports
- Using Microsoft Suite, Visual

QUALIFICATIONS

- First Aid & CPR
- Fire Warden
- Conduct Local Risk Control





Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

This is a statement that

Karen Trott

has attained

HLTAID009
HLTAID010
HLTAID011

Provide cardiopulmonary resuscitation
Provide basic emergency life support
Provide First Aid

Date of Completion: 19/04/2023

Certificate Number: CERT07653



A handwritten signature in black ink, appearing to read 'Patrick McKenna'.

Patrick McKenna
Chief Executive Officer

Training Australia Pty Ltd - Firstaid Advantage | RTO# 45751

PO Box 7075 Mackay Mail Centre QLD 4740 | firstaidadvantage.training





Statement of Attainment

This is to certify that

Karen Louise Trott

Has attained the following units of competency:

HLTAID009 Provide cardiopulmonary resuscitation

These competencies form part of

HLT Health Training Package



A handwritten signature in black ink, appearing to read 'Deborah O'Shea', is written over a horizontal line.

Deborah O'Shea
Authorised Signatory

Certificate Number: 14421106-9469320

Date of Issue: 5-Apr-24

RTO Number: 32238





STATEMENT OF ATTAINMENT

Karen Trott

- PUAFER004 Respond to facility emergencies
- PUAFER005 Operate as part of an emergency control organisation
- PUAFER006 Lead an emergency control organisation
- PUAFER008 Confine small emergencies in a facility

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from a nationally recognised qualification.

Date Issued: 30 October 2023



**NATIONALLY RECOGNISED
TRAINING**
RTO#:40478

Authorised by:

A handwritten signature in black ink, appearing to read 'J. J. Hamala'.

CEO

**Our Mission | RISK-FREE WORKPLACES
TO ACHIEVE A ZERO HARM CULTURE**

14509183-9648620



Statement of Attainment

This is to certify that

Karen Louise Trott

Has attained the following units of competency:

RIIRIS201E Conduct local risk control

These competencies form part of

Certificate II in Surface Extraction Operations



A handwritten signature in black ink, appearing to read 'Deborah O'Shea', is written over a horizontal line.

Deborah O'Shea
Authorised Signatory



Certificate Number: 14421106-9392303

Date of Issue: 18-Dec-23

RTO Number: 32238

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units

Driver Licence LICENCE NO. / CRN
090 086 292

TROTT
 KAREN LOUISE

DOB **30 Aug 1972**

Class	Type	Effective	Expiry
C	0	11.06.21	07.07.26

Conditions **S**

Queensland, Australia

Card number
A909BAEC12

Queensland
 Government




27 OYSTERLEE STREET
 BEACONSFIELD 4740

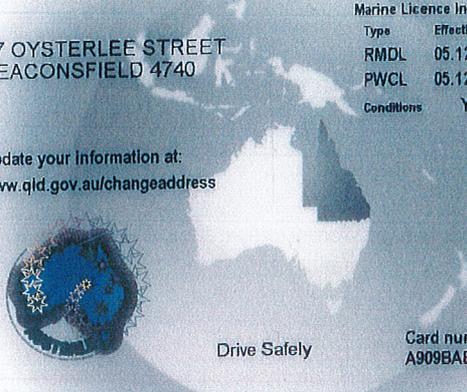
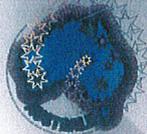
Update your information at:
www.qld.gov.au/changeaddress

Marine Licence Indicator Information

Type	Effective
RMDL	05.12.11
PWCL	05.12.11
Conditions	Y

Drive Safely

Card number
A909BAEC12


090 086 292